

Drug Court Program Case Manager

DEFINITION:

Under general/limited supervision; performs work of moderate difficulty providing professional assistance and comprehensive case management to County residents involved in the Drug Court program; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class performs professional evaluation and assessment services working with offenders in the Drug Court program. Work requires specialized certification to conduct substance abuse evaluations requiring independent judgment. General supervision is received from the Treatment Court Program Director.

EXAMPLES OF DUTIES TO BE PERFORMED:

Receives referrals from the drug District Attorney's Office, Defense Attorneys, Defendants, Defendant's family, and the community; discusses expectations with clients and family members; solicits input from family members, prior treatment providers, and program officials; compiles a written report of findings including recommendations and presents the findings to the Drug Court team; evaluates the information and makes decisions within established policies and standards; provides crisis intervention services; maintains case files, intakes and contact logs as well as the offender's statistical database accurately and in a timely manner; keeps current on applicable laws and regulations, as well as clinical developments within a professional area of knowledge; maintains professional levels of communication with internal and external contacts.

- Review arrests daily for possible drug court candidates
- Interview, screen, and gather demographic information on offenders whose charges qualify for the drug court program
- Explain in detail drug court program to interested offenders or referring agency
- Notify the District Attorney's Office of offenders who meet basic eligibility requirements
- Assist participants with life skills such as time management, job hunting, and budgeting
- Research employment and community service opportunities for participants
- Maintain paper and electronic files on participants
- Attend treatment team meetings

DESIRABLE KNOWLEDGE AND SKILLS:

- Considerable knowledge of substance abuse, addictions, and casework practices;
- Considerable knowledge of community treatment providers and services;
- Considerable knowledge of treatment modalities;
- Considerable knowledge of social and psychological issues regarding drug use and addictions;
- Considerable skill in dealing effectively with substance abuse offender's behaviors;
- Considerable skill in documenting behaviors and maintaining accurate records;

- Considerable skill in interpersonal communications in a collaborative format;
- Working skill in exercising sound judgment and ability to make decisions independently;
- Working skill in keeping within current standards and practices of the social work (Treatment Court) profession;
- Considerable skill in working independently in a fast pace, sometimes stressful environment;
- Considerable skill in multitasking with efficiency and accuracy.

ADDITIONAL REQUIREMENTS:

The position requires a valid Georgia driver's license and private vehicle for periodic travel to the Gwinnett County Jail for interviews, the Drug Court treatment provider's office and for Drug Court training.

Applicant must be familiar with local & state resources for the criminal justice population; be knowledgeable of addiction, alcoholism & pharmacology; be knowledgeable of gender, age, & cultural issues that may impact the offender's success; monitor treatment & ancillary services; manage caseload & case management system; knowledgeable of 12 steps & assists clients in not only addressing addiction issues but also job training/ placement & housing issues. Prior experience within a Treatment Court setting is preferred.

Position requires: HS diploma, valid GA Driver's License, along with access to a personal vehicle. Must be willing to submit to criminal background check and have acceptable credit history.

Salary: \$15.00 - \$17.50/hour depending upon qualifications. This position is a grant funded, contracted position.

Fax Resume and Cover Letter to:

Kristy Hardin 770-822-8566 or Kristy.hardin@gwinnettcounty.com